



Memorandum of Understanding

WHEREAS, the **Idaho Nonprofit Center** is conducting *Idaho Gives Day* on behalf of eligible nonprofits in Idaho; and

WHEREAS, _____, a nonprofit organization, desires to participate and collaborate as a benefiting partner in *Idaho Gives Day*;

WHEREAS, the Idaho Nonprofit Center herein desires to enter into a Memorandum of Understanding with the nonprofit organization setting forth the services and/or duties to be provided by the collaborative; and

Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

*****Please initial by each statement as confirmation of your acceptance**:***

_____ I confirm that my organization is a 501(c)(3) nonprofit and must provide a copy of our IRS determination letter as proof.

_____ I confirm that my organization serves and/or has its headquarters in Idaho.

_____ I understand that there is a \$25 charge for my organization to participate in *Idaho Gives Day* if my organization is not a member of the Idaho Nonprofit Center.

_____ I understand that my organization is encouraged to focus the majority of its overall marketing efforts in the days immediately leading up to the campaign to create a sense of statewide excitement among donors, media partners and fellow nonprofits.

_____ I understand that the Idaho Nonprofit Center is not responsible for the amount of money that may or may not be contributed to my organization during the 24 hour event. I understand that donors must choose the nonprofit they are giving to when making the online gift and that the Idaho Nonprofit Center has no control of this process.

_____ I confirm that if my organization has a website we will add an *Idaho Gives Day* link to our landing page on *idahogives.org*.

_____ I understand that my organization, its staff, board of directors and volunteers should help promote *Idaho Gives Day* during the 24 hour event using social media.

_____ I understand that only donations pledged to my nonprofit organization through the idahogives.org website will count toward the incentive contests and award distribution.

_____ I understand that if I am asked to participate in an interview with a newspaper, TV or radio station I am to be a spokesperson on behalf of all nonprofits in my community participating in *Idaho Gives Day*.

_____ I understand that my organization will receive all monies that have been donor designated to my organization less a transaction fee of 2.9% charged by Razoo, and a 4% event management fee to cover all related event expenses incurred by the Idaho Nonprofit Center.

_____ I understand that idahogives.razoo.com is an online platform that will safely process all contributions made during the event and that following the event I am to login to idahogives.razoo.com to obtain the list of all donors that designated my nonprofit during the event.

_____ I understand that all donations will be disbursed on June 10th, 2013 via a check, minus the 2.9% Razoo transaction fee and the 4% Idaho Nonprofit Center event management fee. I understand that monies contributed can be transferred into my organizations checking account via an electronic funds transfer by registering at www.razoo.com/p/eft

Please Print and Sign Name in applicable space:

Date: _____

Executive Director/CEO/President **PRINT NAME**

Executive Director/CEO/President **SIGNATURE**

Organization Name

Federal Tax ID #